

MINUTES
TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE
April 19, 2017 at 10:00 a.m.
MDOT Aeronautics Building
2700 Port Lansing Road, Second Floor Commission Conf. Room
Lansing, Michigan

****Frequently Used Acronyms Attached**

Members Present:

Derek Bradshaw, MAR
Jonathan Start, MTPA/KATS – **Chair**

Gary Mekjian, MML
Rob Surber, DTMB/CSS

Support Staff Present:

Rob Balmes, MDOT
Tim Colling, MTU, via Telephone
Hugh McNichol, MDOT
Bill Tansil, MDOT

Roger Belknap, MDOT
Frank Kelley, MDOT
Gloria Strong, MDOT

Members Absent:

Don Disselkoen, MAC – **Vice-Chair**

1. Welcome – Call to Order – Introductions:

The meeting was called to order at 10:08 a.m.

2. Changes or Additions to the Agenda (Action Item as needed):

A motion was made by D. Bradshaw to accept the agenda as presented; G. Mekjian seconded the motion. The motion was approved by all members present.

3. Public Comments on Non-Agenda Items:

None

4. Correspondence & Announcements:

4.1. – Transportation Asset Management Council (TAMC) Spring Conference 2017 – May 25, 2017, Mount Pleasant

The agenda is pretty much complete. A copy of the draft program agenda was shared. The morning panel session will present on the 21st Century Infrastructure updates with a question and answer session. George Hartwell, Michigan Transportation Commission, and Carmine Palombo, Southeast Michigan Council of Governments, have confirmed attendance. Eric DeLong will represent Grand Valley Metro Council. The afternoon will hold a Bridge Asset Management panel session. The panel session will be moderated by Dave Juntunen, the Michigan Department of Transportation (MDOT), and Chris Gilbertson from Michigan Technological University (MTU). A final agenda is expected to be completed next week.

5. Consent Agenda:

5.1. - Approval of the April 12, 2017 Meeting Minutes (Action Item)

G. Mekjian made a motion to approve the meeting minutes of April 12, 2017; D. Bradshaw seconded the motion. The motion was approved by all members present.

6. Budget Update

6.1. FY 2016 TAMC Budget Update

The FY 2016 budget was reviewed and minor changes were noted by R. Belknap. MTU has been closed out for FY 2016. Over \$200,000 is being returned to transportation funds

PNFA funds had a problem with Allegan County and the \$8,600 will be coming out of the FY 2018 budget. The \$36,780 of Paved Non-federal Aid (PNFA) funds that were allotted had some changes and there ended up being funds left over. TAMC wants to correct that for FY 2017.

6.2. FY 2017 TAMC Budget Update

An up-to-date FY 2017 budget was shared with the committee. At this point, support staff has not received a lot of invoices as this data collection cycle right now is only covering PASER trainings and last year data collection expenses that occurred after October 1. R. Belknap will keep an eye on Council member expenditures as this is a little higher than normal. For next year we may want to increase that allotted amount.

TAMC may have to come up with a policy to keep agencies from spending over their allotted funds; some are overspending.

6.3. FY 2018 TAMC Draft Budget

R. Belknap created a draft FY 2018 budget and added the proposed \$250,000 budget increase. Other items that may require additional funding are: unpaved federal aid systems, improved training and IRT training, asset management plan templates, the IRT continuing rewriting and development, and updates to the TAMC Website. TAMC may be collecting unpaved roads on a 5-year cycle in the future. Right now, there is no consistent cost each year and it varies from region to region. As time goes on TAMC will get a better idea on where the monies are being spent and where they will need to switch funds around so that there is not as much funding left on the table at the end of the fiscal year. The Council will revisit the FY 2018 budget at a later time when more information is available. The new FY 2018 budget will not get approved until August 2017 by the Council. Also, MTU and CSS are both asking for increases for FY 2018. It was requested that they both give the Council any supporting information that they feel will justify their increase requests.

Per R. Belknap, Joanna Johnson, TAMC Chair, had suggested that the Council not hold conferences next year and focus on attending existing conferences to get TAMC information out. Some ACE Committee members suggested to possibly keep the Upper Peninsula TAMC Fall conference only and participate though out the rest of the year in other conferences giving TAMC updates/exhibits and not hold a Spring Conference. Some noted issues with these suggestions is TAMC may not be allowed to have an exhibit or give a presentation at some conferences and sometimes some of the conferences are not well attended and the exhibit does not get many visitors. Some committee members felt TAMC should continue to hold both conferences to assure as many people as possible get the information that TAMC needs to share. The ACE Committee will look at the pros and cons of this at a future meeting.

7. Annual Report Update:

7.1. – TAMC 2016 Roads and Bridges Annual Report – H. McNichol/R. Belknap

H. McNichol has placed the first draft of the Annual Report out on the TAMC SharePoint for review and comment. The reason some council members may be having problems with getting on SharePoint is the MDOT SharePoint staff assumed that they were state employees. MDOT staff will look into this to see if that is why they are having problems with accessing SharePoint.

The new data graphics are expected from MDOT Graphics Design by Friday. H. McNichol needs all comments/changes to the annual report to him no later than Friday, April 21, 2017, 12:00 noon. Any major comments/changes given to him will be brought back to the Council for review and approval. Any minor changes and grammar issues H. McNichol will make to the report. Currently, he only has a few minor changes. Once the annual report has been finalized and approved by Council, the plan is to distribute the

report same as last year via email to the State Transportation Commission and the legislature. Only the Executive Summaries will be provided in hard copy and the actual annual report will be sent out electronically. A one pager will be provided that directs people to the Website for the complete annual report at conferences.

MDOT Graphics Design has created a cover from the photos provided from R. Belknap for the annual report that was shared. The ACE Committee liked the cover for the report and will share it with full TAMC at the full council meeting later today.

7.2. – TAMC 2017 Awards – R. Belknap

TAMC is seeking nominations for the TAMC Carmine Palombo Asset Management Award and Organization Award. A memorandum announcing the call for nominations was sent out and we have two agencies that are being recommended. These awards can be given out at our Spring or Fall TAMC Conferences. R. Belknap requested to move forward to give awards to the City of Ann Arbor for their outstanding asset management plan and the International Bridge Authority. A formal motion for the two agencies will be given at a later date.

8. Review and Discussion Items:

8.1. – Status of 2017 Paved, Non-Federal Aid (PNFA) Reimbursement Program – R. Belknap

The allowable budget allotment maximum of \$37,000 for statewide PNFA distributed on a first-come; first-served basis has been reached. TAMC will need to approve the agencies that will be receiving the funds. For agencies that did not get the funds (below the line that we do not give the \$37,000 to), R. Belknap was asked to contact the Metropolitan Planning Organization (MPO)/Regional Planning Organization (RPO) areas and ask if they have any extra funds, would they be willing to support the PNFA local data collection. R. Belknap has contacted the MPOs/RPOs that had funds left on the table that may possibly be able to use those funds instead of using the \$37,000, and give the portion of the \$37,000 funds to agencies that could use the monies. He is still waiting on responses. It needs to be made clear to the agencies, that if a local decides to receive reimbursement from their MPO/RPO they cannot get funds from the \$37,000 also. R. Belknap was also asked to notify the agencies that have been approved to receive part of the PNFA funds.

8.2. – Data Collection Policy Update – J. Start

J. Start suggested doing the Paved Federal Aid Policy the same as the PNFA policy. This will no longer require reimbursing per mile and they will not be able to double bill. The ACE Committee liked the idea to keep it standardized and simple. The local and federal aid system would then be the same. They would be required to have one certified person in the truck. For the federal aid system, since MDOT is paying for the vehicle, TAMC will not need to reimburse the local agencies for equipment costs. But for the agencies that use personal county/local vehicles, TAMC will need to reimburse the local agencies for equipment costs. A copy of the draft policy was provided to the ACE Committee for their review and comments.

8.3. – Michigan Technical University/Technical Assistance – T. Colling

8.3.1. – Training Updates

Road Based Inventory training went very well yesterday. The last Pavement Surface Evaluation and Rating training will be held on June 7, 2017. T. Colling will be presenting at the May 16, 2017, Minnesota Peer Exchange on Asset Management. The Bridge Asset Management Pilot Training was reviewed and a few changes have been made based on suggestions from attendees. MTU plans to do the trainings in June and July.

8.4. – Michigan Center for Shared Solutions (CSS) – R. Surber

8.4.1. – Website Updates – Due to time limitations, this agenda item was not reported on.

8.4.2. – Dashboard Updates – Due to time limitations, this agenda item was not reported on.

8.4.3. – IRT Re-write Updates

CSS has met the early April deadline to integrate with RoadSoft. The Investment Reporting Tool (IRT) database was down for a short period of time for the roll-over. The team is working with some of the communities on their back-log. There are 140 non-compliant agencies that CSS is assisting. Rejection letters are still being sent out. The FY 2016 Compliance Report was provided to the ACE Committee for their review. The issue of when to release and roll out the updated IRT will be discussed at the TAMC full council meeting later today.

8.4.4. – IRT Training Update

D. Jennett is providing training this morning and that is why he is not attending this meeting today. The new project managers are getting up to speed on the IRT.

9. Member Comments:

D. Bradshaw stated that attendees at the recent Michigan Transportation Planning Association meeting wanted to know if they were allowed to collect 100% of their data collection each year. The committee members agreed it is allowable as long as it does not take funding from other TAMC required projects.

10. Public Comments:

None

11. Adjournment:

The meeting adjourned at 11:58 a.m. The next meeting will be held May 3, 2017, 10:00 a.m., MDOT Aeronautics Building, 2nd Floor commission Conference Room, Lansing.

TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYSTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM

MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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